

Paty Ayoub

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Objective

Highly skilled and dedicated professional with extensive experience in office management, project coordination, and administrative support. Known for efficiency, problem-solving abilities, and adaptability to changing environments. Seeking a challenging role to contribute my skills in a growth-oriented firm.

Professional Experience**Relationship Manager | CIS College**

March 2024 – Present

Locations: Zouk Mekayel & Zalka

- Oversee daily branch operations, ensuring smooth cross-departmental processes.
- Manage budgets for projects and monitor financial performance.
- Supervise, train, and develop staff to maintain high performance standards.
- Lead recruitment efforts for instructors and employees in multiple roles.
- Analyze social media ads and trends, using data to inform decision-making.
- Prepare reports and follow up daily with finance, marketing, and HR teams.

Sales Administrative Coordinator | GABS – Suzuki

January 2018 – March 2024

- Coordinated sales activities, including banking and client documentation.
- Managed stock, issuing insurance policies, temporary registration cards, and assisting with vehicle registrations.
- Handled aftersales issues and client queries via phone and email.
- Negotiated car prices and closed deals with clients.
- Coordinated with sub-dealers to ensure smooth daily operations.

Accounting Assistant & Personal Assistant | Sojo Client Dora

September 2016 – February 2017

- Managed accounting functions, including filing, journal vouchers, and bank coordination.
- Supported the management of the NTM gas station, ensuring smooth operations.
- Assisted with procurement coordination, electrical generator and satellite station management.
- Maintained employee schedules and handled payroll tasks.

Public Relations Coordinator | K-Build Engineering & Contracting SAL
2010 – July 2016

- Coordinated accommodations, reservations, and visits for clients.
- Managed document filing systems and office procedures.
- Handled purchasing orders, invoicing, and salary processing.
- Provided executive assistance to the GM and managed the filing system.

Assistant Manager | Head Engineering
October 2009 – 2010

- Managed GM's calendar, appointments, and correspondence.
- Typed letters in Arabic, English, and French.
- Coordinated client meetings and organized office paperwork.

Secretary | SFI (School in Sweden)
July 2005 – December 2008

- Organized schedules for language classes and supported administrative functions.
- Maintained filing systems and assisted with document scanning.

Education

Lebanese University
Bachelor's Degree in Information Management (2002 – 2005)

Key Skills

- Office Management
 - Project Coordination & Budget Management
 - Team Leadership & Staff Development
 - Event Planning & Coordination
 - Customer Relations & Stakeholder Management
 - Time Management & Organizational Skills
 - Social Media & Marketing Strategy
 - Multilingual: Arabic, French, English
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